



MLS AMERICAN KG & ELEMENTARY DIVISION

KG Distance Learning Guidelines

Dear Parents and Guardians,

We are keen and committed to make sure that students continue to experience the care and responsibility of our staff and the routine of daily learning, even when that learning is happening online. We must acknowledge that remote learning cannot replicate the magic that happens when school is in regular session, however, we do contend that quality learning can occur from a distance. MLS administration and staff have been putting plans in place to continue to educate our students under any circumstance and given any conditions.

MLS distant learning will follow a complete class schedule (Sunday through Thursday) that includes all subjects just as they would at school. Online school day will start at 8:30 and will end at 2:00 for KG1 and extend till 2:45 for KG2 three days per week. Each day consists of 7 sessions; each session lasts for 50 minutes. The daily schedule includes two 20 minutes break as well as a ten minutes brain break in the morning. In order to cater to the young nature of the kindergarten students and to their different needs, all students will attend DAILY but according to their groups. Students will be expected to be present as a whole class and, in their A and B groups as clarified in the schedules that will be sent to you.

As planning for the coming period, and to ensure the best quality of education, a stimulation of the students' regular school day will be carried out to decrease any tension or frustration. The same online applications, course-study web material, and daily routine that the students are used to in their everyday face-to-face classes will be applied in their distant learning.

On weekly basis, students will have one Q & A (Wrap-Up) session with their teacher. Students will be divided into small groups of 4 to 6 students per group. The weekly Wrap-Up session will be used for re explanation, recap, assessments and Q&A. The grouping will be sent to parents by the teachers on Microsoft Teams.

Continuing on our regular procedure, the Weekly Work Letter will be sent on Thursday clarifying the topics to be covered for the upcoming week. Students will mainly use their books & printed packs that they normally use in class. Material required to be printed will be sent in advance in the Weekly Work Letter

Expectations for Students

➤ **Attendance:**

- Attendance and participation policy will apply.
- Attendance will be taken every day and will be monitored. The expectation is for full attendance unless the student is unwell.
- Parents are asked to follow the normal channels of communication if child is unable to attend the online sessions.

➤ **Work Environment:**

- Students are expected to attend the online sessions in full school uniform.
- Students have to be present in a distraction-free place quiet and an organized work environment, sitting upright at on a desk or table.
- Punctuality is a must! Students must be on time and prepared with material requested by the teacher.
- Camera should be on at all times. Microphone should be muted unless asked otherwise.

➤ **Assignments:**

- Check Class Teams every day for assignments or announcements
- All assignments should be submitted on time by sending screen shots of the assignments to the chat on Microsoft Teams.
- Due date of all assignments will be one week only. No late assignments will be accepted.

- Sending the assignments on daily basis will help the teacher provide instant and proper feedback.
- Assignments should be done independently and in neat handwriting. If a student struggles with his/her assignment, please contact the teacher via Microsoft Teams.

➤ **Wellness and Self-care:**

- Sufficient sleeping hours will help better learning, so make sure to continue at school bed-time routine.
- Get up early enough to ensure time for a good breakfast before you start.
- Follow the scheduled breaks and time for exercise or other off-screen activities.
- Take advantage of Q&A sessions

Expectations for Parents:

- Resist the urge to “home school.” Let your child’s teachers do the teaching and guiding.
- Be a cheerleader for learning!
- Be a curious inquirer into what and how your child is learning.
- Remind your child that patience and a willingness to communicate will go a long way in school and in life!
- Help your child establish a routine that keeps him/her organized and ready for learning.

“Children are the priority, change is the reality, and collaboration is the strategy.”

~ Judith Billings

Please remember that you may always get in touch with us through our regular MLS ADE contacts:

1. Office email: mls_elementary@mls-egypt.org
2. Phones: 01208365504 - 01208365506
3. Technical support: Mr. Wael 01272912927 - Mrs. Engy 01028321118